

GENERAL SERVICES ADMINISTRATION



Federal Records Center
1724 Locust Street
St. Louis 3, Missouri

August 3, 1953

In Reply Refer to: 6RP5

Chief, Personnel Division
Central Intelligence Agency
2430 E St. N.W.
Washington, D. C.

GSA Declassification/Release Instructions on File

Dear Sir:

Shortly after the activation of this Center on October 28, 1951, it became apparent that there was a need for standardization among the various Federal Agencies of the system to be employed in requesting individual official personnel folders from the Center.

Standard Form 127 was therefore devised for use by the various agencies as the standard medium for requesting official personnel folders from the Federal Records Center, St. Louis. This form has been stocked by the Federal Supply Service and has been available for purchase by the various Federal Agencies since July 1, 1952. Since that date, the use of Standard Form 127 has been prescribed in Title 3, General Services Administration Regulations and Chapter R1-37 of the Federal Personnel Manual. These regulations further specify that Standard Form 127 will be submitted to the Center in duplicate. This is designed to provide one copy to serve as a transmittal for the folder and a second copy to be retained as a chargeout at the Center.

In spite of the fact that Standard Form 127 has been available to all agencies and has been prescribed as a mandatory form for over a year, many activities have continued to submit requests for official personnel folders by means of Form Letters, Standard Form 50, and various locally devised forms. Other activities have adopted the Standard Form 127 but have continued to furnish only a single copy of the form, thus necessitating the preparation of an additional copy by the Center.

It is the belief of this Center that the universal use of Standard Form 127 will result in a considerable monetary saving to the Federal Government as a whole and it has been well established that requests received by this medium can be serviced with much greater efficiency and speed than can the variety of forms, letters, lists, etc. which have in the past been submitted by the several Federal Agencies.

Chief, Personnel Division

This letter has been addressed to you, since it has been noted that requests for official personnel folders are being received from your activity on other than Standard Form 127 or that only a single copy of such form is being submitted. In the interest of greater economy and in order that our service to you may be improved to the greatest possible degree, may we request that you review your present system of requesting official personnel folders, with a view toward the 100% adoption of Standard Form 127 as prescribed in existing regulations?

This letter is not intended to imply that requests should not be made by wire, telephone, or other means of rapid transmission when the urgency of the situation so demands.

Your consideration of this matter is sincerely appreciated.

Very truly yours,


J. J. McLAUGHLIN
Chief, Reference Service Branch